



CITY OF REDMOND
SPECIFIC APPLICATION REQUIREMENTS FOR:
DEVELOPMENT GUIDE AMENDMENT
TEXT OR ZONING MAP AMENDMENT CONSISTENT WITH
THE COMPREHENSIVE PLAN

An appointment must be scheduled to submit your application to the Permit Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Did this project have a Pre-Application meeting with the Design Review Board? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **June, 2006**.

Complete applications for zoning map and zoning text amendments which do not require a comprehensive plan amendment may be submitted at any time. Please submit the completed application to the City of Redmond Development Services Center. The Development Services Center is located in the Second Floor of City Hall, 15670 NE 85th St., Redmond. The mailing address is City of Redmond Development Services Center, PO Box 97010, Redmond, WA 98073-9710. Applicants must be filed in person; applications cannot be mailed or sent by messenger to the Permit Center.

Do not use this form for zoning map and zoning text amendments which require a comprehensive plan amendment.

The applicant shall check each box below to confirm the item is included or addressed in the application.

REQUIREMENTS FOR ALL APPLICATIONS - All applications shall include the following:

- ___ 1. Completed General Application Form and Project Contact Form
- ___ 2. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ___ 3. A SEPA Application form, together with nine (9) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions. If the proposal is a non-project action, Part D of the SEPA Checklist (the Supplemental Sheet For Non-project Actions) shall be completed and included with the application. If a Final Environmental Impact Statement has been completed for the proposal, a SEPA Checklist is not required.
- ___ 4. A Completed SEPA/CAO Fee Worksheet
- ___ 5. A completed and signed copy of this form.

ZONING TEXT OR CHART AMENDMENTS - If the proposal includes zoning text or chart amendments, the application shall include the following additional information:

- ___ 1. The proposed amendments exactly as proposed.
- ___ 2. A written explanation of why the proposed amendments are consistent with the Redmond Comprehensive Plan, the Growth Management Act, the State of Washington Department of Community, Trade and Economic Development Procedural Criteria, and the King County Countywide Planning Policies.

ZONING MAP AMENDMENTS - If the proposal includes amendments to the Zoning Map, the application shall include the following additional information:

- ___ 1. A vicinity map showing the location of the proposed zoning amendment. The vicinity map shall be on eight and one-half inch by 11 inch paper.
- ___ 2. The existing and proposed zoning.
- ___ 3. The signatures of property owners representing seventy-five (75%) of the owners of the property included in the proposed zoning amendment. Additional signature pages may be added to the General Application Form or additional copies of the form used.
- ___ 4. The street address or common description, legal description, and King County Parcel Number(s) of the property within the boundaries of the proposed zoning amendment.
- ___ 5. A map of the property included within the boundaries of the proposed zoning map amendment and adjacent streets and parcels with the following information:
 - ___ A. The amendment boundary lines.
 - ___ B. All existing lots, tracts, streets, and easements.
 - ___ C. The general location and size of water, sewer, and stormwater pipes.
 - ___ D. The map shall be no larger than 11 inches by 17 inches and the scale shall be between 1-inch equals 100 feet and 1 inch equals 800 feet.
- ___ 6. Zoning Map Amendment Criteria. A written explanation of why the proposed zoning map amendment meets the following Zoning Map Amendment Criteria:
 - ___ A. The amendment is in accord with the Comprehensive Plan Land Use Map and Comprehensive Plan policies.
 - ___ B. The amendment bears a substantial relation to the public health and safety.
 - ___ C. The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district.
 - ___ D. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district.
 - ___ E. The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property.
 - ___ F. Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone.
 - ___ G. The probable adverse environmental impacts of the types of development allowed by the proposed zone can be mitigated taking into account all applicable regulations or the unmitigated impacts are acceptable.
 - ___ H. The amendment complies with all other applicable criteria and standards in the Redmond Community Development Guide.
- ___ 7. Other information for Zoning Map Amendments:
 - ___ A. Comparison to adjacent zones,
 - ___ B. Comparison to adjacent land uses,
 - ___ C. The existing uses and development on the site,
 - ___ D. The topography of the site in relation to existing and proposed zoning boundaries, and
 - ___ E. Conceptual drawing of proposed development (may be required).